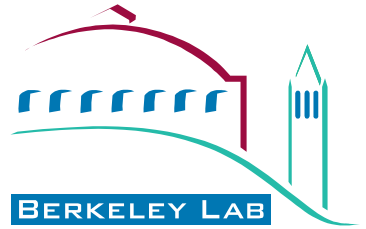
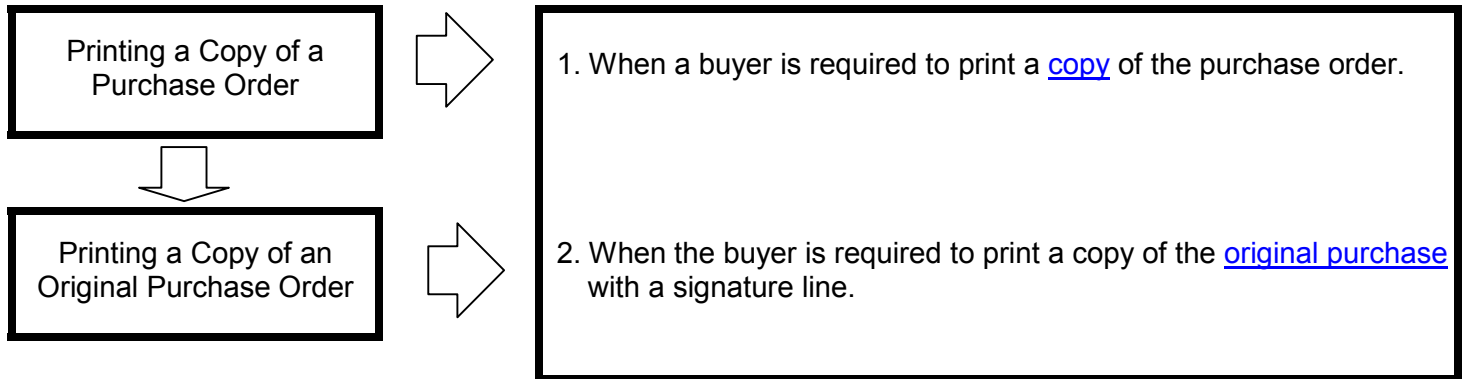


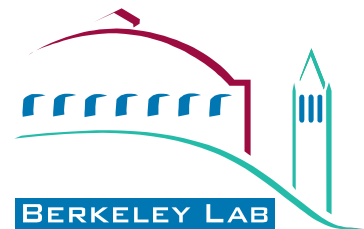
# How do I print a Purchase Order?



**When it becomes necessary to print an additional copy of the original purchase order.**



# How do I print a Purchase Order?



## Step 1: Printing a Purchase Order

To print a Copy, Duplicate, & unauthorized purchase orders you will generate them from the Purchase Order Print process on the Reports menu.

The Run Control ID stores the parameters for a process or report, so the next time it is run the criteria does not have to re-enter. The Run Control ID functions as a label for the chosen process parameters.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Manage Purchase Orders
- ⇒ Report
- ⇒ Purchase Order Print
- ⇒ Update/Display

*The Purchase Order Print dialog box displays.*

Click **Search**.

Select the predefined Run Control for dispatching purchase orders.

Click **OK**.

*The Purchase Order Print panel displays*

**Manage Purchase Orders - Report - Purchase Orders Print**

File Edit View Go Favorites Use Process Inquire Report Help

Purchase Orders Print

Operator ID: CBSCOTTO      ☒ Specified      Language: English

Run Control ID: PO\_Print      ☐ Recipient's

**Report Request Parameters**

Business Unit: LBNL

PO ID: 0100031

From Date:      Thru Date:     

Vendor ID:     

Buyer:     

Fax Cover Page:     

**Change Orders**

UnChanged Orders      ☐ Print Changes Only

**PO Statuses to Include**

☐ Approved      ☐ Canceled      ☐ Completed      ☐ Dispatched      ☐ Open      ☐ Pending

NOT On Hold

Valid Chartfields

**Options**

☐ Print 'Duplicate'      Copies:      Sort By: Line No.

Purchase Orders Print      Add

# How do I print a Purchase Order?



Clicking on "Print Duplicate" will result on the header will show "Duplicate", and the signature line will be Unauthorized.

SUBCONTRACT		DUPLICATE		PHONE		
SUBCONTRACT #		Date	Revision	Page		
6518978		07/10/2002		1		
Payment Terms		Freight Terms		Ship Via		
Net 30		DESTINATION VENDOR PAYS		FREIGHT STD		
Buyer: <u>Granados, Marshall</u>						
Ship To:		UC LAWRENCE BERKELEY LAB				
		FOR THE US DEPT. OF ENERGY				
		ONE CYCLOTRON ROAD, BLDG. 69				
		BERKELEY CA 94720				
Bill To:		UC Lawrence Berkeley Lab				
		Accounts Payable Dept.				
		P.O. Box 528				
		Berkeley CA 94701				
FOR RESALE - State Sales Tax should not be charged, as the University holds State Sales tax Permit SR CH 21-035070 for the Lawrence Berkeley National Laboratory						
Confirm Date: 18-JUN-2002		Confirmed To: PHAT				
Line	Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
1	Dicing wafer SVX4	1.00	EA	600.00	600.00	06/21/2002
Line Comment 1 Dicing of SVX4 Silicon Wafer Section, extracting all chips.						
Ship FedEx 2236-2907-5 P1 Reference internal billing # 801C07						
TOTAL				600.00		

University of California, Lawrence Berkeley National Laboratory

Unauthorized

# How do I print a Purchase Order?



## Step 2: Print an additional original Purchase Order

When the buyer is required to print an additional original purchase they will need to simply “Re-Dispatch” the purchase order.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Manage Purchase Orders
- ⇒ Process
- ⇒ Dispatch Purchase Order
- ⇒ Update/Display

*The Update/Display panel will be displayed.*

Select the predefined Run Control for dispatching purchase orders and click on **OK**.

# How do I print a Purchase Order?



## Report Request Parameters

Business Unit	Defaulted to LBNL
PO ID	The purchase order that will be printed
From Date	The beginning date of the selection
Thru Date	The ending date of the selection
Vendor ID	To print only PO's for a specific vendor
Buyer	To print only PO's for a specific buyer

## Options

Test Dispatch	If you want to verify that dispatch is working without dispatching
Print Copy	To print a copy for this purchase order
Copies	The number of copies that need to be printed
Sort by	Sorting sequence of the purchase order by Line Number or Ship To.

## Change Orders

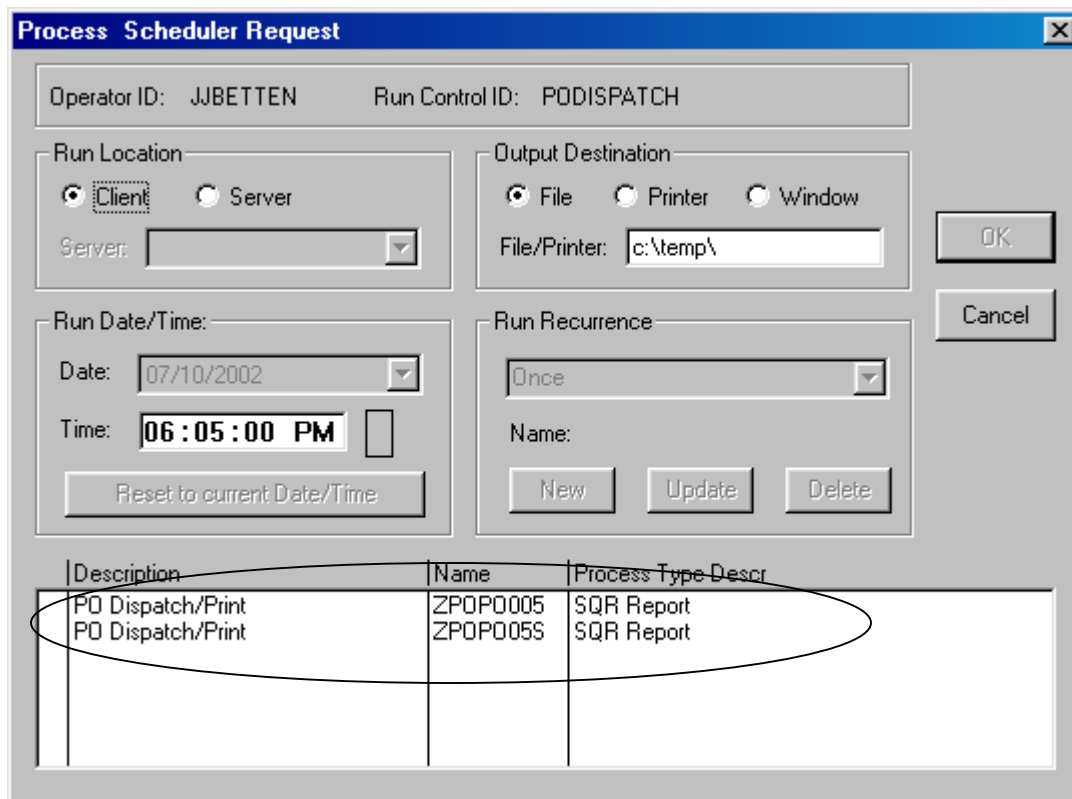
Change and Unchanged Orders	You should select this value to select both changed and unchanged purchase orders
Print Changes Only	Only the changes on an order will print onto the purchase order.

Once you've completed this Run Control, click on the run  button.

# How do I print a Purchase Order?



*The process scheduler request panel will be displayed.*

The "Process Scheduler Request" dialog box contains several sections: "Operator ID: JJBETTEN" and "Run Control ID: PODISPATCH" at the top; "Run Location" with "Client" selected and a "Server" dropdown; "Output Destination" with "File" selected and a "File/Printer" field set to "c:\temp\"; "Run Date/Time" with "Date: 07/10/2002" and "Time: 06:05:00 PM"; and "Run Recurrence" with "Once" selected and a "Name" field. There are "OK" and "Cancel" buttons on the right. At the bottom is a table with three columns: "Description", "Name", and "Process Type Descr".


Description	Name	Process Type Descr
PO Dispatch/Print	ZPOP0005	SQR Report
PO Dispatch/Print	ZPOP005S	SQR Report

Your run location will be **Client**, the Output Destination will be **File**. If you are unsure of which type of purchase order to be printed select both processes and click **OK**.

Both SQR's will open for process and the SQR viewer will open with the purchase order you selected to be printed.

# How do I print a Purchase Order?





**University of California  
Ernest Orlando Lawrence  
Berkeley National Laboratory**  
For Contract No. DE-AC03-76SF00098  
with the Department of Energy

PC MALL  
2555 WEST 190TH STREET  
TORRANCE CA 90504

**SUBCONTRACT**

**CHANGE ORDER - REPRINT**

SUBCONTRACT # 6519042  
Payment Terms Net 30  
Buyer: Tiritilli, Anthony R

**PHONE**

Date 07/10/2002  
Revision 1-07/10/2002  
Freight Terms DESTINATION  
Ship Via LBNL PAYS  
Ship To: UC LAWRENCE BERKELEY LAB  
FOR THE US DEPT. OF ENERGY  
ONE CYCLOTRON ROAD, BLDG. 69  
BERKELEY CA 94720

Bill To: UC Lawrence Berkeley Lab  
Accounts Payable Dept.  
P.O. Box 528  
Berkeley CA 94701

FOR RESALE - State Sales Tax should not be charged, as the University holds State Sales tax Permit SR CH 21-035970 for the Lawrence Berkeley National Laboratory

Confirm Date: 20-JUN-2002

Line	Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
1	P/N 961764 Formac Studio DV/ Analog Converter (PS1042-0)	1.00	EA	389.95	389.95	07/15/2002
2	P/N 961765 Formac PS1000-1 Power Supply (PS 1000-1)	1.00	EA	29.95	29.95	07/15/2002
3	P/N 961558 Micromat Drive 10 v1.0.3 (HM01297)	1.00	EA	68.99	68.99	07/15/2002
4	test line	2.00	EA	388.00	776.00	06/28/2002

PC Mail herein and in attachments hereto called "Seller" or "Subcontractor," agrees to furnish to the University of California Ernest Orlando Lawrence Berkeley National Laboratory, herein and in attachments hereto called "University," "Berkeley Lab," "Laboratory" and "LBNL," the following in strict accordance with the terms, conditions, and provisions of this Subcontract, herein and in attachments hereto called "Order," or "Subcontract": PLEASE MARK ALL BOXES WITH THIS PO NUMBER ON THE OUTSIDE OF EACH PLEASE DO NOT SHIP PARTIAL ORDER Ship via FedEx, GOS, Account of University 2236 2907-5.

**TOTAL** 1,264.89

University of California, Lawrence Berkeley National Laboratory

Authorized Signature